

MARGARET DONNELLAN TODD  
COUNTY LIBRARIAN

December 6, 2005

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

**AWARD OF LANDSCAPE AND GROUNDS MAINTENANCE SERVICES AGREEMENT  
FOR PUBLIC LIBRARY (AREA 4)  
(DISTRICTS 1, 2 and 3) (3 VOTES)**

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Make a finding that services can be performed more economically by an independent contractor.
2. Approve and instruct the Chair to sign the attached Agreement with Sepco Earthscape, Inc. for a term of three (3) years, with two (2) one year renewal options and month-to-month extensions, not to exceed a total of six (6) months at an annual cost of \$39,645 for provision of landscape and grounds maintenance services in the Public Library's Landscape and Grounds Maintenance Area 4. This Agreement shall become effective upon your Board's approval or January 1, 2006, whichever is later.
3. Authorize the contractor to proceed with the work in accordance with the specifications, terms, conditions, and requirements of the Agreement.
4. Authorize the County Librarian to sign Agreement modifications created by increases or decreases in the number of facilities over the term of the Agreement, to exercise the renewal options and month-to-month extensions not to exceed six months under the terms of the Agreement at her sole discretion, and to increase the contract sum, not to exceed twenty percent (20%) of the total contract sum for a particular contract year based on an increase in unanticipated work.

### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

This is to recommend that the Board approve the award of a contract for landscape and grounds maintenance services to Sepco Earthscape, Inc. (Sepco) as part of a continuing effort by the Department to provide the best possible service to the public at the lowest responsible cost. This recommendation is submitted based upon a finding that the provision of landscape and grounds maintenance services for the affected County facilities can be performed more economically by an independent contractor.

The recommended contract award is needed to continue the provision of landscape and grounds maintenance services at ten libraries located in the Public Library's Landscape Area 4 as detailed in Attachment A. The current contract is with Sepco Earthscape, Inc. and will expire on December 31, 2005.

#### **Implementation of Strategic Plan Goals**

Approval of the recommended award is consistent with the County's Strategic Plan in the areas of service excellence, fiscal responsibility, and organizational effectiveness.

### **FISCAL IMPACT/FINANCING**

The recommended contractor's annual cost of \$39,645 represents a cost savings of \$11,255 (22%) over the estimated County cost (including start-up costs) to perform similar services for the first year. The attached cost savings (Attachment B) are calculated based on the Revised Proposition A Contract Cost Format developed by the County Auditor Controller's guidelines. The proposed contract does not include any cost-of-living increases.

The cost for this contract will be paid from existing funds included in the Department's operating budget.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

Under the provisions of Section 2.121.250 through Section 2.121.420 of the Los Angeles County Code as amended, proposals were solicited for the provision of landscape services in the Public Library's Landscape and Grounds Maintenance Service Area 4. All requirements of County Code Section 2.121.380 have been met and there is no conflict of interest. On final analysis and consideration of an award, the recommended contractor was selected without regard to gender, race, color, creed, or national origin.

This contract is in compliance with the mandatory living wage requirements as set forth in Los Angeles County Code Chapter 2.201 (Living Wage Program). The recommended contractor has certified that it will comply with all terms, conditions, and requirements of the County's Living Wage Program and agrees to pay its full-time employees providing County services a living wage. In addition, the recommended contractor agrees to notify and assist its employees with the Federal Earned Income Tax Credit application process; is required and has agreed to consider qualified GAIN/GROW participants for employment openings; and agrees to comply with the Jury Service Ordinance and the Safely Surrendered Baby Law.

The contract includes all currently required provisions and has been properly executed by the recommended contractor. County Counsel has approved this contract as to form.

### **CONTRACTING PROCESS**

On August 10, 2005, proposals were solicited from the Public Library's proposers list (Attachment C), which includes contractors listed on the County's Office of Affirmative Action Compliance Community Business Enterprise (CBE) Database. Advertisements were placed in the Los Angeles Times, The Sentinel, and a chain of bilingual community ethnic newspapers published by The Eastern Group. The solicitation information was also made available to prospective contractors on the Internet through the Office of Small Business web site. The CBE information is summarized in Attachment D.

The mandatory proposer's conference was held on September 1, 2005, with seven potential proposers in attendance. Contractors were informed of the County's Living Wage Program and Contractor Responsibility and Debarment provisions. The Public Library reviewed and evaluated three proposals. Proposals were rated on the following criteria: proposer's qualifications; proposer's approach to providing required services; and cost. The Public Library has reviewed available resources to assess the recommended contractor's past performance, history of labor law violations, and any negative experiences with County contracts.

The Department determined, through the Request for Proposals process, that these services can be performed more economically by an independent contractor and recommends awarding a contract to Sepco Earthscape, Inc. The recommended contractor was the highest ranked overall, and had the lowest cost.

Sepco will pay its employees a living wage of not less than \$9.46 per hour. Sepco also provides employees with paid holidays and five days of paid annual vacation. The Proposition A Contracting - Employee Wages & Benefits form summarizing and comparing the Contractor's wages and benefits to those of the County is attached (Attachment E).

**IMPACT ON CURRENT SERVICES**


Award of this contract will allow the Public Library to continue receiving landscape and grounds maintenance services without interruption to the affected library facilities.

**CONCLUSION**

The landscape and grounds maintenance services provided under the recommended contract are essential to Public Library operations at the affected facilities.

Please return a conformed copy of the adopted Board Letter and the Agreement to the Public Library and Office of the County Counsel, Attention: David Beaudet, 201 Centre Plaza Drive, Suite 1, Monterey Park, CA 91754. In addition, please return two fully conformed copies of the agreement with original signatures to the Public Library.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Margaret Donnellan Todd". The signature is fluid and cursive, with the last name "Donnellan" being the most prominent part.

Margaret Donnellan Todd  
County Librarian

MDT:DF:RG:TVF:jm

**Attachments**

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C: Chief Administrative Office  
County Counsel  
Executive Office, Board of Supervisors  
Auditor-Controller  
Office of Affirmative Action Compliance